

PHILOMATH FIRE & RESCUE

September 14, 2026

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS
HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

I. CALL TO ORDER/ROLL CALL

II. CONSENT AGENDA

- a. Minutes- August 10, 2026, Regular Session
- b. Bills – July
- c. Bills- August
- d. Chief Vacation Hours

Staff recommended action: Move to approve Consent Agenda as presented.

III. PUBLIC COMMENT

IV. STAFF REPORTS

- 1. Board Report
 - Review Board Calendar
 - Volunteer Association Meeting (10/6 Brier)
 - Chief Check In- July (Brier), August (Corbin), September (Phillips), October (Brand)
- 2. Fire Chief Report – Chief Ferguson
- 3. Operations Chief Report- Ops Chief Eddy
- 4. Office Administrator - Scott
 - Financial Report (July & August)
 - CenterPoint Financial Software Transition Update

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Association Representative
2. IAFF Local 4925 – Training Captain Viktor Bovbjerg
3. City Council Liaison- Diane Crocker

VI. OLD BUSINESS

1. District Liaison Report- Brand
2. Chief 360 Survey- Scott
3. Property Annexation Update- Ferguson & Commissioner Shepard
Staff recommended action: Move to accept Resolution 26-09 the Resolution for Voluntary Annexation for Individual Landowners regarding 3300 Hawk Crest Drive into the Philomath Fire & Rescue District as presented.
4. Administrative Officer & Operation's Chief Job Descriptions Final Reading
Staff recommended action: Move to accept the Administrative Officer and Operation's Chief Job Descriptions as presented.

VII. NEW BUSINESS

1. Oregon Community Foundation Grant Usage
Staff recommended action: Move to accept and utilize the Grant funds received from Oregon Community Foundation to purchase Emergency Radios.

VIII. ACTION ITEMS

IX. NEXT MEETING – October 12, 2026

X. ADJOURNMENT

PHILOMATH FIRE & RESCUE

August 10, 2026

Location: Philomath Fire & Rescue

Regular Session Board Meeting

3:00 pm

- I. CALL TO ORDER/ROLL CALL- The Philomath Fire & Rescue Board of Directors Regular Session Board Meeting was called to order by President Rick Brand at 15:00. Board members present included President Rick Brand, Vice President Joe Brier, Treasurer Ken Corbin (arrived at 15:03), Daphne Phillips and Matt Kennedy. Philomath Fire & Rescue staff in attendance included: Chief Chancy Ferguson, Operation's Chief Dan Eddy, Training Captain Bovbjerg, and Office Administrator Ashley Scott. Guests included: Diane Crocker and Michael Miller via zoom.
- II. CONSENT AGENDA
 - a. Minutes- July 13, 2026, Regular Session
 - b. Bills – July (moved to September Meeting)
 - c. Chief Vacation Hours

Phillips moved to approve Consent Agenda as presented, excluding the Bills for July. Seconded by Brier.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor

Brier: In Favor

Corbin: In Favor

Phillips: In Favor

Kennedy: In Favor
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report
 - Review Board Calendar
 - Volunteer Association Meeting- October 6 (Brier)
 - National Night Out- August 4, 2026 Recap (Cancelled)

- Chief Check In- July (Brier), August (Corbin), September (Phillips)
- 2. Fire Chief Report – Included in the Board Packet and discussed by Chief Ferguson. Highlights included extensive discussions with county counterparts regarding ordinance further discussions at the fire defense board, annexations, conflagration crews returned earlier today, training continues to move forward with Captain Bovbjerg, apparatus lights added.
- 3. Operations Chief Report- Included in the Board Packet and discussed by Ops Chief Eddy. Highlights included call statistics, significant calls were discussed, mutual aid from Corvallis Fire Department wasn't being tracked correctly- the resources are being shared more than ever and the relationship has improved.
- 4. Office Administrator – Scott will discuss the following report at the September Meeting and discussed the current transition to CenterPoint.
- Financial Report

V. REPRESENTATIVE REPORTS

1. Volunteer Association – No report submitted or representative present. Update given by Eddy.
2. IAFF Local 4925 – Training Captain Viktor Bovbjerg was present, but no report items.
3. City Council Liaison- Diane Crocker thanked the board for the PCS donation of a fundraiser. Crocker expressed concerns for public safety access during PCS open hours, fireworks ban is being considered again this year – public education and sponsored event would be a possibility.

VI. OLD BUSINESS

1. District Liaison Report- Brand will be talking with Corvallis Rural Fire Protection District.
2. Chief 360 Survey- Brand asked for any updates or changes. Kennedy recommended adding strengths, weaknesses, and areas of improvement. Scott will rework the 360 survey to include these items.
3. Property Annexation- Ferguson discussed the history and the current laws allowing for annexation.

VII. NEW BUSINESS

1. 26-08 Equipment Reserves Resolution was discussed by Scott and read in it's entirety by Brand.

Corbin moved to accept the Resolution 26-08 as presented. Seconded by Phillips.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

2. Reaffirmation of Reserve Funds

The **Building & Land Reserve Fund** is used to buy, build, and maintain District facilities. This Year the District is planning to use these reserve funds in order to accomplish some large projects that could not otherwise be funded. In Fiscal Year 2026- 2027 the District is planning to contribute \$0 and to utilize Building Reserve funds for the construction of a Regional Training Facility at Station 201.

Phillips moved that the Board has reviewed and affirmed the Building & Land Reserve Fund for 2026-2027 Fiscal Year for Philomath Fire & Rescue. Seconded by Kennedy.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

The **Vehicle Reserve Fund** is used to plan for the purchase of additional and replacement apparatus for the fleet. In Fiscal Year 2026 - 2027 the District is planning to contribute \$0 to this fund.

Phillips moved that the Board has reviewed and affirmed the Vehicle Reserve Fund for 2026-2027 Fiscal Year for Philomath Fire & Rescue. Seconded by Corbin.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

3. 26-07 Resolution to Levy Taxes (including Factor for Delinquency- \$13,608)

Kennedy moved to accept the Resolution 26-07 as presented. Seconded by Brier.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

4. Job Descriptions- Chief Ferguson

Phillips moved to forward the Administrative Officer and Operations Chief Job Descriptions to a final reading. Seconded by Brand.

Discussion: None.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

5. Surplus Items- Ferguson discussed the surplus of additional SCBA packs.

Brier moved to Surplus the 5 SCBA Packs and bottles recommended by the Chief. Seconded by Phillips.

Discussion: Questions were asked about the potential donation to another fire district. Chief Ferguson mentioned that the value of these would be a benefit to the district if sold.

Voting results: 5-0. Passes with a quorum present:

Brand: In Favor
Brier: In Favor
Corbin: In Favor
Phillips: In Favor
Kennedy: In Favor

VIII. ACTION ITEMS

- a. Readdress Executive Summary with Riverstrong- Scott
- b. Rework Chief 360- Scott

IX. NEXT MEETING – September 14, 2026

X. ADJOURNMENT – 16:25

Chancy Ferguson Vacation Usage
July 1, 2026 through June 30, 2027

Beginning Balance as of July 1, 2026	571.5	186.69
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	Sick Leave	Vacation
July		
accrual	8	10
taken	0	16
balance	579.5	180.69

August		
accrual	8	10
taken	0	40
balance	587.5	150.69

September		

October		

	Sick Leave	Vacation
November		

December		

January		

February		

	Sick Leave	Vacation
March		

April		

May		

June		

Philomath Fire & Rescue

Annual Board Calendar

January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
Audit Presentation	Appoint Budget Officer & Budget Committee	Wage, Benefits, COLA Recommendations- Motion to Accept	Budget Committee Meeting	Budget Hearing- Review Draft Budget	Chief Check In- Corbin
Set Budget Calendar	SDAO Conference	Chief Check In- Brand	Volunteer Business Mtg Rep (4/6)- Corbin	Budget Adoption	Volunteer Business Mtg Rep (6/1)- Brand
Chief Performance Review and Review of Contract	Chief Contract and Exhibit A Final Review	Approval of Final Chief Contract	Chief Check In- Kennedy	Chief Check In- Brier	
Chief Check In- Corbin	Chief Check In- Phillips				
Appoint Board Member to Begin Chief Review and Contract Negotiations	Appreciation Dinner				
	Volunteer Business Mtg Rep (2/2)- Kennedy				
July 2027	August 2026	September 2026	October 2026	November 2026	December 2026
Election of Board Officers	National Night Out Volunteer Business Mtg Rep- No Meeting	Chief Check In- Phillips	Open House	OFDDA Conference	Volunteer Business Meeting Rep (12/8)- Phillips
Civil Service Appointments	Chief Check In- Corbin		Volunteer Business Meeting Rep (10/6)- Brier	Chief Check In- Kennedy	Insurance Presentation
Swear In New Board Members			Chief Check In- Brand		Chief Check In- Brier
State and Approve Meeting Day & Time					
Chief Check In- TBD					
Mandated	Self Imposed	Guest Speakers/Spec. Mtg	Chief Review Process		



Philomath Fire & Rescue

1035 Main Street

P.O. Box 247

Philomath, OR 97370

541.360.0030

PHILOMATH FIRE & RESCUE

CHIEF'S REPORT

September 9, 2026

District Business: This month we have continued to work with our County Partners and Commissioners to find solutions to responses outside our District boundaries. Commissioner Shepherd will be meeting with the board during the September meeting to discuss future opportunities in providing services within these areas. We submitted a funding request for 12,500 dollars through the Oregon Disaster Funding network for programable handheld radios needed for wildland response. The Oregon Community Foundation Generously funded our request. We completed our financial audit; The auditor is planning on meeting with the Board of Directors during the October meeting.

Conflagration Response: Nearly all conflagrations reimbursement requests have been turned into the state, one remaining.

Union Communications:

No report

Training Activities: August training continued rescue operations, but focused on company- and department-level operations, integrating rescue skills with EMS, land navigation, driving, and incident command. For the first time, during two drills, the drone team integrated with rescuers to locate "injured patients" and guide rescuers to patients in real time. Lessons learned from these two initial efforts will improve our rescue protocols and focus future training. The ability to integrate drone operations into rescue operations will enable more rapid and safer location, assessment, stabilization, and extrication of patients in remote settings.





Philomath Fire & Rescue

1035 Main Street

P.O. Box 247

Philomath, OR 97370

541.360.0030

Apparatus/Equipment: Engine 231 sustained exhaust system damage and damage to chrome trim during a response. All repairs have been completed in house. We will purchase the new trim pieces after November.

Building/Property Update: The downstairs H-Vac unit required the replacement of the fan motor.

Community Involvement/Meetings:

We hosted a Summer School Tour for the incoming Kindergarten Classes. During the event we attempted to take a class photo from the top ladder using the teacher's phone. The phone was accidentally dropped and broke. The department opted to reimburse her for the purchase of the phone.

We also hosted Safety Town for local grade school students and provided additional emergency response presence on the First Day of School.

Chief Chancy Ferguson

Operation's Board Report
14 Sep 2026
OC Dan Eddy

Statistics for Aug 2026

Total calls: 95
Fire calls: 17 (18%)
EMS Calls: 78 (82%)
Yearly calls as of 1 Sept 2026: 640
Last year at this time: 784
(- 18% YOY)

Significant calls:

8/2/26: Philomath Fire and Rescue was dispatched at 12:09 am for a Motor Vehicle Crash with Injuries on Highway 20 and responded with 5 personnel in an engine, and a command vehicle. While enroute, crew was advised that no extrication needed and were canceled by Blodgett Rural Fire Protection District command.

8/3/26: Philomath Fire and Rescue was dispatched at 12:40 pm for a Smoke Investigation on Starr Creek Road and responded with five personnel in an engine, a brush truck, and a command vehicle. Upon arrival, crews were unable to locate or find signs of fire in that area. Crews noted that smoke has been drifting into the area from fires throughout the state.

8/3/26: Philomath Fire and Rescue was dispatched at 3:31pm for a Motor Vehicle Crash with Injuries on Highway 20 and responded with nine personnel in an engine, a brush truck, and two command vehicles. Upon arrival, crews found a single vehicle on its side with a single occupant. Scene turned over to Benton County Sheriff's Office.

8/5/26: Philomath Fire and Rescue was dispatched at 12:34 pm for an All-County Fire Response on Old River Road and responded with three personnel in a brush truck, and a command vehicle. While enroute, crews were canceled.

8/9/26: Philomath Fire and Rescue was dispatched at 10:32 am for a Small Miscellaneous Fire on Hwy. 20 and responded with five personnel in an engine, a brush truck, and two command vehicles. Upon arrival, crew's found a large pile of bark pushed off a landing self-ignited causing the incident. Along with PF&R & Oregon Department of Forestry crews, Wren Hill Lumber utilized their heavy equipment and personnel to help extinguish the fire. Sprinklers provided extended protection and ODF continued to monitor the site.

8/10/26: Philomath Fire and Rescue was dispatched at 12:38 am for a Motor Vehicle Crash with Injuries on Hwy. 34 and responded with four personnel in an engine, and a command vehicle. Upon arrival, a vehicle was found off the road in the curves and the single occupant declined medical assessment. Scene turned over to Benton County Sheriff's Office.

8/10/26: Philomath Fire and Rescue was dispatched at 1:56 pm for a Pressurized Gas Leak on South 19th Street and responded with four personnel in an engine, and a command vehicle. Upon arrival, crews evaluated with a gas monitor and determined there was no natural gas leak.

8/14/26: Philomath Fire and Rescue was dispatched at 3:10 pm for Mutual Aid for Corvallis Fire Department while they were obligated to another call and responded with three personnel in an engine. Upon arrival, crews were able to aid multiple medical calls in the Corvallis Area.

8/17/26: Philomath Fire and Rescue was dispatched at 4:47 pm for a Smoke Investigation on Hwy. 34 near Greasy Creek Road and responded with nine personnel in an engine, a brush truck, and a command vehicle. Upon arrival in the area, no smoke from fire was found.

8/19/26: Philomath Fire and Rescue was dispatched at 3:15 pm for a Smoke Investigation on Kings Valley Highway near Cardwell Hill and responded with seven personnel in an engine, a brush truck, a command vehicle and additional resources from Oregon Department of Forestry. Upon arrival, crews investigated and found no fire or smoke. Command and ODF contacted the reporting person and checked the area identified. No incident was found.

8/19/26: At 4:08 pm while returning from the previous smoke investigation, Blodgett Summit Rural Fire Protection District was dispatched to a vehicle on fire Hwy 20 at Lily Hill. Philomath resources were passing that location. Crews found a van on the side of road in large gravel pullout. The owner of vehicle had removed burning material and placed it on the gravel. Crews extinguished the burning items and provided medical evaluation to the driver.

8/20/26: Philomath Fire and Rescue was dispatched at 8:54 pm for a Smoke Investigation on Henderson Road and responded with five personnel in an engine, and a command vehicle. Crews patrolled up Decker, unable to locate.

8/21/2026: Philomath Fire and Rescue was dispatched at 2:12 pm for a Motor Vehicle Crash with Injuries on Mary's Peak Road and responded with six personnel in an engine, and a command vehicle. Upon arrival, crews found a single vehicle on its driver's side. Both Occupants had gotten themselves out of the vehicle. Both patients were medically evaluated and transported by Corvallis Fire Department and Benton County Sheriff's Office to the hospital.

8/23/2026: Philomath Fire and Rescue was dispatched at 4:11 am for a Small Wildland Fire on Mary's River Estates Road and responded with five personnel in an engine, brush truck, and a command vehicle. Upon arrival, crews found sparks from power transformer ignited grass under power pole being actively extinguished by neighbors, final size approximately 20' diameter. Crew initiated fire attack, followed by hand line and wet line, extinguishment confirmed. Power company arrived, and the scene was turned over to power company. No structures or property damaged.

8/26/2026: Philomath Fire and Rescue was dispatched at 9:43 pm for a Motor Vehicle Crash with Injuries on N 9th & Pioneer Street and responded with five personnel in an engine, and a command vehicle.

8/27/2026: Philomath Fire and Rescue was dispatched at 11:52 am for a Small Miscellaneous Fire on Mary's River Estates Road & Highway 20 and responded with three personnel in a brush truck, and a command vehicle. Crews responded for smoke check along the Mary's River. The reporting person spotted a gas pump along the river that was smoking. Upon arrival, crews found a board smoldering the was used to support the hose coming off the pump head. The exhaust from the pump was close to the board and caused it to burn. The fire was extinguished.

8/27/2026: Philomath Fire and Rescue was dispatched at 12:19 pm for Mutual Aid to Scene (Immediate Response) on Elkins Road and responded with three personnel in a brush truck, and a command vehicle. PF&R crew responded as part of a Benton County Task Force in support of Polk County Fire District during the Elkins Fire. The Benton County Task Force arrived at the incident and was assigned to the North Division and structure protection. Crews used point protection techniques to save a large metal pole building the had fire impingent on arrival.

8/30/2026: Philomath Fire and Rescue was dispatched at 2:49 pm for Mutual Aid to Scene to Corvallis Fire Department Station 2 and responded with three personnel in an engine. Crew arrived and remained at Station 2 until a grass fire in Philomath where they were requested to respond back to Philomath.

8/30/2026: Philomath Fire and Rescue was dispatched at 4:19 pm for a Small Wildfire on Highway 34 and responded with nine personnel in two engines, a brush truck, and two command vehicles. Upon arrival, there was a slow-moving fire estimated 10' x 50' moving along highway. Extinguishment and mop up completed. Oregon Department of Forestry also arrived on scene and assisted with mop up.

Breakdown of calls for the year by area (as of 1 Sept 2026):

Station 201	
RURAL	118
Station 201 W.	
City	204
Station 201 E. City	156
Station 202	47
Station 203	50
Adair	0
Alsea	5
Blodgett	5
CFD	22
Conflagration	2
Kings Valley	10
Lincoln Co	0
Marys Peak	4
Misc Mutual Aid	5
Monroe	11
Unprotected	1
Total	640

Total calls we received aid from another agency: 0 (year to date 7).

Mutal aid given: Alsea 0, HKVFD 2, CFD 3, MFD 1, BSFD 1 and Polk County 1

Average Number of PFR responders per call on scene: 4.5

Average Number of PFR Responders per call Standby: 1.5

Projects / Community Outreach

- Public Ed: 7 First Aid and CPR classes for 65 Students
- Safety Town
- PYAC Safety Town for approx. 60 Students
- Safety Committee

Cybersecurity Update

See attached reports.

Respectfully submitted,

O/C Dan Eddy

RESOLUTION NO. 26-09

RESOLUTION FOR VOLUNTARY ANNEXATION FOR INDIVIDUAL LANDOWNERS

A RESOLUTION DECLARING THE INCLUSION OF 3300 Hawk Crest Drive Philomath Oregon 97370. AS RECORDED IN THE BENTON COUNTY PLOT RECORDS, SECTION 31, TOWNSHIP 11 SOUTH, RANGE 05 WEST TOTALING 7.76 ACRES TO BE ANNEXED WITHIN DISTRICT BOUNDARIES.

WHEREAS The Owners, Eric R. Blackledge & Judith D Blackledge request fire protection by Philomath Rural Fire Protection District #4 doing business as Philomath Fire & Rescue, a rural fire protection district and voluntary annexation of 3300 Hawk Crest Drive Philomath, Oregon. AS RECORDED IN THE BENTON COUNTY PLOT RECORDS, SECTION 31, TOWNSHIP 11 SOUTH, RANGE 05 WEST TOTALING 7.76 ACRES into the Philomath Rural Fire Protection District # 4 Doing business as Philomath Fire and Rescue.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Philomath Fire & Rescue Board of Directors hereby declares that 3300 Hawk Crest Drive, Philomath, Oregon. AS RECORDED IN THE BENTON COUNTY PLOT RECORDS, SECTION 31, TOWNSHIP 11 SOUTH, RANGE 05 WEST TOTALING 7.76 ACRES meets Oregon State Fire Code access and water supply requirements and is contiguous with district boundaries. Thereby petition the Commissioners of Benton County, Oregon to begin proceedings to annex real property in the amount of 7.76 acres to the Philomath Rural Fire Protection District #4 doing business as Philomath Fire & Rescue.

This resolution shall take effect on September 14, 2026.

ADOPTED this 14th day of September 2026 by the Philomath Fire & Rescue Board of Directors.

Board President, Rick Brand

Date

ATTEST: _____

, Board Member

ORGANIZATIONAL MANUAL



Administrative Officer

Non-exempt, Non-Represented

Section P
PERSONNEL
Procedure P-13

Position Summary:

Under the general direction of the Fire Chief, the Administrative Officer provides complex administrative support involving sensitive and confidential material to the Fire Chief, Administrative team, and Board of Directors. The Administrative Officer also provides oversight for all financial and clerical functions of the District; answering and disposing of requests for information, and public relations activities. The Administrative Officer has the delegation of authority to speak on behalf of the District as the Public Information Officer.

Supervision Received:

The Office Administrator works under the general direction of the Fire Chief and Board of Directors.

Supervision Exercised:

The Office Administrative Officer exercises supervision over other clerical personnel as directed by the Fire Chief.

Essential Job Functions:

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The essential job duties will include other responsibilities as assigned and required.

General Office Support:

1. Provide administrative support to the Fire Chief, staff, Board of Directors, and Volunteer Association, including the coordination and preparation of meetings, maintain information using appropriate software applications, prepare meeting minutes, and draft reports and other documents.
2. Coordinate and organize resources and supplies for District events, training, and large incidents.
3. Conduct research on behalf of District and personnel as needed, provide clerical support on various District projects.
4. Maintain District filing system and records, may develop and implement new filing systems or modify systems as appropriate. Maintain District contracts and policies.

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Public Information:

1. Prepares emergent communication including press releases and information to the public during emergency events.
2. Respond to public inquiries, provide information regarding District policies and procedures relating to assigned responsibilities and/or direct inquiries to appropriate staff.
3. Develop and maintain community outreach through District website, social media, and electronic reader board

Financial:

1. Process accounts receivable/accounts payable using applicable software.
2. Process monthly payroll, prepare quarterly reports for Civil Service Commission. Maintain payroll records and personnel files. Coordinate the payment of payroll taxes, quarterly reports and other personnel pay documentation.
3. Produce monthly financial reports for the Board and Fire Chief
4. Reconcile LGIP, credit, and checking accounts.
5. Report and oversee the administration of the Volunteer Association Length of Service Awards program.
6. Continually monitor District funds to prevent over-expenditure; write resolutions and coordinate supplemental budgets when necessary.

Board of Directors:

1. Attend all Board of Director meetings, prepare agenda and board packets and act as board clerk preparing and distributing public notices, minutes, correspondence, and resolutions.
2. Maintain records for Board of Directors to include agendas, minutes, correspondence, resolutions, committees, budgets, audits, policies, financials, and elections.
3. Serve as confidential employee to the Board in all personnel matters.
4. Continuous awareness and education of Oregon Public Meeting laws and Oregon Public Contracting laws.

Budget:

1. Coordinate and participate in the development, preparation, and administration of the annual District budget, review and provide periodic reports on budget status, monitor expenditures, and recommend mid-year adjustments.
2. Produce budget documents including county and state required postings, submissions and certifications.
3. Maintain knowledge of all Oregon Public Budgeting laws.

ORGANIZATIONAL MANUAL

4. Enter and track changes to annual budget in applicable software.

Human Resources:

1. Provide feedback to the Fire Chief, as requested, regarding the performance of District personnel, recommend disciplinary action, respond to grievances, and recommend hiring and termination decisions.
2. Develop, plan, and implement administrative goals and objectives. May research, develop, write, execute and administer administrative procedures, policies, and guidelines.
3. Receive personnel information, review for accuracy and completeness, provide administrative support for hiring processes and contract negotiations; maintain confidentiality in all personnel related matters.
4. Oversee the preparation and flow of documents relating to personnel matters, aid administrative team in succession planning, career development, recruitment, and selection activities and processes. Maintain I-9 and W-4 records.
5. Administer HR benefits and all employee benefits programs including health, dental, life and disability insurance, flexible spending account, PERS retirement, and deferred compensation plans.
6. Serve as a confidential employee to the Fire Chief in personnel matters.

Audit:

1. Collect and prepare all documents for annual audit review; review draft audit and distribute annual audit report to Fire Chief and Board of Directors.
2. Act as District liaison to audit personnel.
3. Maintain and expand best practices for audit preparation and District financial transparency.

Other:

1. Conduct staffing, procedural, organizational, purchasing, and budgetary evaluations and recommend modifications to increase effectiveness and efficiency, develop and modify effective District tools and policies.
2. Maintain professional proficiency by attending training conferences and meetings, meeting with peers in Fire Service roles.
3. Receive and process requests and prompts from members of the public, encourage fire safety and community education; maintain professional and courteous relationships with all members of the District and community.

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Contact with Others:

The Administrative Officer will:

1. Always be a responsible and professional representative of the Fire District, with the awareness that their actions should not cause distress or embarrassment for the Fire Chief, their designated replacement, Board of Directors, or the District.
2. Cooperate with local, state and federal public agency officials and maintain professional relationships with the same.
Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
3. Interact frequently with peers and members of the public via phone, email, social media, and in person to convey information relating to Fire District activities, events, policies, as well as answer inquiries, and discuss aspects of fire safety, or direct to appropriate resource.

Qualifications:

Necessary Qualifications

- Minimum of five years of increasingly responsible experience in office administration, accounting, payroll, budget, computer applications, and public contact.
- Graduation from high school or GED supplemented by additional training.

Preferred Qualifications – maximum 8% incentive cap

- Associate degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (4% incentive)
- Bachelor degree in Business Administration, Accounting, Human Resources or related field, or a business college degree with specialized course work in general office practices. (6% incentive)
- Proficiency with Center Point QuickBooks or comparable system.
- Any combination of experience/training that demonstrates advanced knowledge, skills, and abilities relating to the above duties.
- OFSOA, SDAO or certification. (2% incentive)

Licenses or Certifications

As a condition of employment, the following certifications or licenses must be maintained. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon driver license (must meet District's driving standards)
- First Aid/CPR
- DPSST Public Information Officer (4% incentive)

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At the direction of the Fire Chief, the Administrative Officer will attend trainings and seminars to increase ability in the performance of assigned duties.

Proficient Knowledge of:

- Principles and practices of payroll and accounting
- Best practices for record keeping procedures
- Administrative office practices and procedures including word processing spreadsheets, desktop, and online programs and applications
- Principles and practices of budgeting process, personnel policies, and collective bargaining agreements
- Principles and practices of customer service and public relations

Proficient Skills in:

- Use of office equipment and computers
- Planning and organizing work to meet project and work requirements
- Problem solving and decision making, using initiative and sound judgment
- Composing, drafting, and editing business correspondence and reports
- Communicating effectively with others both internally and externally
- Answering multiple phone lines
- Dealing professionally and appropriately with others
- Interpreting and enforcing policies and procedures

Ability to:

- Maintain confidentiality
- Effectively communicate in English, both orally and in writing, as well as understand and carry out oral and written directives
- Organize, file, and maintain accurate records
- Prepare complex reports and correspondence, often under tight or changing timeframes, with multiple interruptions
- Make decisions commensurate with position responsibilities and in accordance with district policies
- Use tact, judgement, and courtesy dealing with the public and personnel
- Multi-task and maintain composure in stressful situations
- Work in a safe manner

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping,

ORGANIZATIONAL MANUAL

hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and require sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Occasionally, work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

Work Environment

The Administrative Officer maintains normal business hours but may work from off-site locations. The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are forty business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may require you to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.

ORGANIZATIONAL MANUAL

OPERATIONS CHIEF

Exempt, Non-Represented



Section P
PERSONNEL
Procedure P-2

Position Summary:

The Operations Chief is responsible for overseeing department operations and providing all aspects of direct supervision of the paid Lieutenants and their subordinates including evaluations, promotions, and disciplinary actions.

This position is both a supervisory and a confidential position, and as such, is not part of the bargaining unit. The Operations Chief will provide advice and guidance to the Fire Chief regarding labor matters, staffing, personnel matters, and budget recommendations. The Operations Chief may be asked to prepare confidential materials and attend confidential meetings. Performs other duties assigned by the Fire Chief.

Supervision Received:

The Operations Chief reports directly to the Fire Chief. In the extended absence or incapacitation of the Fire Chief, the Operations Chief would report directly to the Board of Directors.

Supervision Exercised:

The Operations Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Recommend the hiring, transfer, suspension, promotion, discharge, or discipline for assigned employees.
- Attempt to resolve major and minor issues brought to their attention.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommend actions that need to be taken, or the disposition of actions.
- Serve in a supervisory capacity for all paid Lieutenants and their subordinates.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

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Essential Job Duties:

The Operations Chief's duties include, but are not limited to the following:

- A. Functions as a member of the District's emergency response team in emergency medical, fire suppression, rescue, and hazardous-material remediation.
- B. Analyze the District's fire trends and make recommendations on methods to improve the District's level of protection.
- C. Participate in the overall District budget process.
- D. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
- E. Demonstrate computer skills and use software provided by the District.
- F. District Community Risk Reduction Program:
 - 1. Coordinates the District's Company Inspection Program.
 - 2. Coordinates the creation of pre-incident surveys on new target hazards, and updates existing pre-incident surveys as changes occur.
 - 3. Ensures that the District Mapping Program is updated.
 - 4. Administers the District Safety Committee and is the Infection Control Officer.
 - 5. Ensures that reports are accurately documented and forwarded to appropriate agencies including the Office of the State Fire Marshal.
- G. Oversee routine facility and equipment maintenance:
 - 1. Manages testing and restoration of fire hose and pumps.
 - 2. Manages service of equipment and apparatus.
 - 3. Manages maintenance of tools and supplies for routine mechanical work.
- H. Personnel Administration
 - 1. Performs evaluations of assigned staff within chain of command.
 - 2. Manages staffing needs of Operations Division.

Knowledge, Skills, and Ability to:

The Operations Chief will:

- 1. Be able to function as part of the District administrative team.
- 2. Enforce policies of the District and maintain discipline of personnel.
- 3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other fire protection agencies to reflect a professional image of the District.
- 4. Attend District training sessions as required.
- 5. Cooperate with local, state and federal public agency officials.
- 6. Assist the Fire Chief in a confidential manner by providing advice, guidance, and information on labor and operational matters.
- 7. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District.

ORGANIZATIONAL MANUAL

8. Possess the ability to accurately follow instructions and to complete tasks with a minimum of direction and supervision.
9. Possess ability to communicate effectively both verbally and in writing.
10. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
11. Have an in-depth knowledge of the fire suppression resources of the Fire District and the surrounding fire service agencies with a general knowledge of the geography of the District.
12. Act as a Duty Officer (DO) on a rotation basis.

Required Certifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. The Operations Chief will also possess computer skills proficient with the needs of the position.

Required Qualifications:

- Minimum three years as Fire Captain or equivalent management-level experience
- NFPA Fire Officer III
- NFPA Fire Instructor I
- NFPA Apparatus Operator
- NFPA Aerial Operator
- OHA Emergency Medical Technician
- NFPA Hazardous Materials Incident Commander
- NFPA Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License
- NFPA Mobile Water Supply

Preferred Certifications:

- OHA Advanced EMS Certification levels (Advanced (4% incentive), Intermediate (6% incentive), Paramedic (8% incentive))
- NFPA Fire Officer IV (3% Incentive)
- NWCG Strike Team / Task Force Leader
- NFPA Fire Investigator

At the direction of the Fire Chief the Operations Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Normal work hours are based upon the shift assignment of the individual. Work is expected to be performed in the allotted hours. Occasional evening and weekend hours required.

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Occasionally, this position will require you to attend meetings, seminars, DO rotation and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.



9/3/2026

Philomath Fire and Rescue
Chancy Ferguson
1035 Main St
Philomath, OR 97370

Dear Chancy,

Congratulations! We are pleased to inform you that Oregon Community Foundation approved a(n) "Oregon Disaster Relief" grant in the amount of \$12,500.00 for Philomath Fire and Rescue.

Grant Purpose:
to purchase emergency response radios

The formal name of each fund that supported this grant:
of Oregon Community Foundation - \$12,500.00

Payment: Your grant will be paid via Check on 9/3/2026. Checks will be mailed from OCF's finance department. If you do not receive the check within two weeks of the payment date, please contact OCF staff at grants@oregoncf.org.

Award Terms: Your organization's deposit, negotiation or retainment of the award means you understand and agree to the terms of this grant.

Grantees are required to notify the foundation of any development that significantly affects the operation of the organization. Prior approval from the foundation must be obtained for any modifications to project objectives, site, personnel, timeline or budget. If there are any changes in your organization's status or tax classification, the foundation must be notified promptly. In the event of loss of tax-exempt status under federal laws, any unspent funds shall be returned to the foundation immediately.

Grant Reporting: There is no reporting requirement for this grant.

Donor Acknowledgement: For publication purposes, please list the formal fund name(s) listed earlier in this letter. No tax receipt is needed for this grant—OCF donors receive a tax receipt when creating or adding to their fund. Fund contact information will appear below if there is any to share. We encourage you to send a note of appreciation to the fund contacts. If there is

PORTLAND
1221 SW YAMHILL ST.
SUITE 100
PORTLAND, OR 97205
(503) 227-6846

BEND
15 SW COLORADO AVE.
SUITE 220
BEND, OR 97702
(541) 382-1170

EUGENE
44 W BROADWAY
SUITE 426
EUGENE, OR 97401
(541) 431-7099

MEDFORD
818 W EIGHTH ST.
MEDFORD, OR 97501
(541) 773-8987

SALEM
530 CENTER ST. NE
SUITE 620
SALEM, OR 97301
(503) 779-1927

OREGONCF.ORG

no contact information below, there is no fund contact or they wish to remain anonymous, and no action is needed.

The foundation is happy to be of assistance to you and extends best wishes for your continued success. Please contact us at grants@oregoncf.org with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Mensah', with a long horizontal flourish extending to the right.

Lisa Mensah
President and CEO

Grant type: Discretionary Grants
Grant ID: IA-0000408095